

# Daily Bell Schedules 2010-2011

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## Mondays, Tuesdays, Thursdays and Fridays

Period 1 7:30 – 8:24  
Period 2 8:29 – 9:23  
**HOMEROOM** 9:28–9:38 Report to 3<sup>rd</sup> period  
Period 3 9:38 – 10:32  
Period 4A 10:37 – 11:31 A Lunch 10:32 – 11:02  
B Lunch 11:31 – 12:01 Period 4B 11:07 – 12:01  
Period 5 12:06 – 1:00  
Period 6 1:05 – 2:00

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## Wednesday Bell Schedule:

Period 1 7:30 – 8:10  
Period 2 8:15 – 8:55  
Period 3 9:00 – 9:40  
Period 4 9:50 – 10:30  
Period 5 10:35 – 11:15  
Period 6 11:20 – 12:00  
Lunch 12:00 – 12:30

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## Extended Homeroom / Assembly Schedule

Period 1 7:30 – 8:15  
Period 2 8:20 – 9:05  
**HOMEROOM**/ASSEMBLY 9:10 – 10:10  
Period 3 10:15 – 11:00  
Period 4A 11:05 – 11:50 A Lunch 11:00 – 11:30  
B Lunch 11:50 – 12:20 Period 4B 11:35 – 12:20  
Period 5 12:25 – 1:10  
Period 6 1:15 – 2:00

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**REDMOND HIGH SCHOOL**  
**PARENT HANDBOOK 2010-2011**  
**www.lwsd.org/school/rhs**

**GENERAL INFORMATION**

**Address:** 17272 NE 104<sup>th</sup> Street  
Redmond, WA 98052

**Administration:** (425) 936-1800  
**Attendance:** (425) 936-1810  
**Counseling:** (425) 936-1804

***ALL GUESTS MUST REGISTER IN THE MAIN OFFICE.***

**ADMINISTRATION**

Ms. Jane Todd.....Principal  
Mr. Lloyd Higgins..... Associate Principal  
Mrs. Rebekah Westra..... Associate Principal  
Mrs. Myra Arnone ..... Activities Coordinator  
Mr. John Appelgate ..... Athletic Director

**Administrative Responsibilities**

**Ms. Jane Todd, Principal** – School Improvement Plan and Process, Staffing, Master Schedule, Building Budget, Capital Funds, Stipends, Community Relations, PTSA Liaison.

**Mr. Lloyd Higgins, Associate Principal** – Discipline L-Z, Emergency Procedures, Security, Keys, Graduation, Technology, Handbooks, Athletics, Facilities/Custodial, Parking.

**Mrs. Rebekah Westra, Associate Principal** – Discipline A-K, Attendance Procedures, Course Catalog, ELL, Pathfinder, WASL, HSPE, WLPT Testing, Exchange Students, Activities, ASB.

**Mrs. Myra Arnone, Activities Coordinator** – Activities Policies/Procedures, ASB Leadership Class, Assemblies, Elections, Dances, Budgeting, Supervision of Activities Coordinators.

**Mr. John Appelgate, Athletic Director** – Athletic Policies/Procedures, Eligibility, Athletic Staffing/Evaluation, Inventory, Budgeting, Event Supervision.

## WELCOME, REDMOND PARENTS!

On behalf of the entire Redmond High School staff, we extend a warm welcome to our students' parents and guardians. We anticipate another year of powerful learning opportunities in our wonderful high school. In an effort to enhance communication and provide parents with valuable information about school operation and procedures, we are publishing this Parent Handbook for your reference throughout the school year.

Redmond High School has long been recognized as a highly academic school. Our students and staff work well together to create and maintain a learning environment designed to encourage every student to achieve success at his or her highest level possible. Let's work to coordinate our efforts to maintain and even improve this high level of accomplishment.

### RHS Mission

The mission of Redmond High School is to provide an appropriately challenging academic experience for each individual; a school environment which values the contributions and attitudes of each individual; and a system of advocacy and instruction which connects each individual to the greater community and the opportunities waiting there.

### Success for All: Working Together For Lifelong Learning

We provide opportunities in an intellectually challenging environment for all students to learn lifelong skills, positive behaviors and caring attitudes that will allow them to be valuable, productive and interdependent world citizens.

Redmond High strives to produce well-rounded individuals who can think critically, solve problems, communicate effectively and are able to adapt and face the challenges of a changing society.

### Staff and Student Responsibility

It is the responsibility of all staff members to uphold the attendance and discipline guidelines published in this handbook to the best of their abilities. Staff members will provide this handbook to students, assist students in understanding the printed rules and guidelines, and answer student questions concerning this information.

**Students are responsible for knowing the material contained in the Student Handbook and for making a sincere, reasonable and consistent effort to abide by and follow the published rules and guidelines. Students are also responsible and accountable for their actions and behavior at school and school activities.**

### Community Service Numbers

|   |                                    |
|---|------------------------------------|
| Community Information Line .....                | 206-461-3200                       |
| Crisis Clinic .....                             | 206-461-3222                       |
| Eastside Mental Health .....                    | 425-827-9100                       |
| Alcohol/Drug 24-hour Help Line .....            | 206-722-3700                       |
| Child Protective Services .....                 | 1-800-609-8764 Day/ 1-800-562-5624 |
| King County Sexual Assault Resource Center..... | 1-800-825-7273                     |
| Runaway Teen Crisis Line/Emergency Shelter..... | 206-236-5437                       |
| Youth Eastside Services .....                   | 425-747-4937                       |
| Planned Parenthood/Eastside.....                | 425-747-1050                       |
| Evergreen Hospital.....                         | 425-899-1000                       |

### STUDENT SERVICE DIRECTORY

|  |   |
|--|---|
| Appeal: suspension or final grade.....       | Mrs. Todd/Main Office                   |
| ASB activities; purchase orders signed ..... | Mrs. Westra/Main Office                 |
| Assemblies/dances .....                      | Mrs. Westra/ASB Leadership              |
| Athletics .....                              | Mr. Appelgate/Athletic Office           |
| Attendance and discipline .....              | Mrs. Westra/Attendance Office           |
| .....  | Mr. Higgins/Main Office                 |
| Buses and transportation .....               | Mrs. Rist/Ms. Goodwin/Attendance Office |
| Commencement.....                            | Mr. Higgins/Main Office                 |
| Exchange programs .....                      | Mrs. Westra/Attendance Office           |
| Foreign students .....                       | Mrs. Westra/Attendance Office           |
| Master Scheduling/enrollment.....            | Mr. Higgins/Main Office                 |
| School calendar .....                        | Mr. Higgins/Main Office                 |
| Thefts.....                                  | Mrs. Westra/Attendance Office           |
| .....  | Mr. Higgins/Main Office                 |
| Use of school facilities.....                | Mr. Mullen                              |
| 504 plans .....                              | Mr. Garrity                             |
| Stadium Manager.....                         | Mr. Bailie                              |

**Attendance Office**

Athletic eligibility forms and final clearance ..... Ms. Goodwin  
Attendance records ..... Mrs. Hoiem  
Leaving campus for Dr. appoint, etc., (checkout), pre-arranged  
absences, extended vacations, illnesses ..... Mrs. Hoiem  
First aid, health room ..... Ms. Goodwin/Mrs. Hoiem  
Lost and found items ..... Ms. Goodwin/Mrs. Hoiem  
Student insurance ..... Ms. Goodwin

**Bookkeeping Office**

General ASB information ..... Mrs. Grimm/Mrs. Rist  
Purchasing ASB cards, yearbooks, tickets, student fees/fines ..... Mrs. Grimm/Mrs. Rist  
Requests to purchase ..... Mrs. Grimm/Mrs. Rist

**Career Center**

Career information ..... Mrs. Davidson  
Career speakers ..... Mrs. Davidson  
Military information ..... Mrs. Davidson  
Vocational/technical programs ..... Mrs. Davidson

**Counseling Center**

College/post-high school programs ..... Counselors  
Graduation requirements and credit checks ..... Counselors  
Personal counseling ..... Counselors  
Registration, scheduling, withdrawal ..... Counselors  
Requests for transcripts/records ..... Mrs. LaBrie

**Main Office**

Guest Passes (required of all visitors) ..... Mrs. Summa  
Off-campus pass forms ..... Mrs. Summa  
Reduced price lunch applications ..... Mrs. Summa

**PTSA**

Co-President ..... Shelley Flores [shelley.flores@comcast.net](mailto:shelley.flores@comcast.net) (425) 556-9818  
Co-President ..... Deena Polk [deenapolk@hotmail.com](mailto:deenapolk@hotmail.com) (425) 898-7070  
Vice President - Services ..... Inez Mobley [bmobley@att.net](mailto:bmobley@att.net) (425) 869-8500  
Vice President - Programs ..... Peg hunt [peghunt@comcast.net](mailto:peghunt@comcast.net) (425) 836-5330  
Secretary ..... Marie Kent [mariekent@ymail.com](mailto:mariekent@ymail.com) (425) 497-8817  
Treasurer ..... Kathy Dennis [skdennis5@comcast.net](mailto:skdennis5@comcast.net) (425) 883-2340

**Student Government**

ASB Advisor ..... Mrs. Arnone  
ASB activities/elections ..... Mrs. Arnone  
Fundraiser approval ..... Mrs. Westra

**Methods of Communication**

**Mustang News**

**Mustang News** is the e-newsletter that will be distributed each Monday, Wednesday, and Friday morning to RHS families and staff members via e-mail. **Mustang News** replaced Parent Organizer. It includes:

- **Calendar:** A weekly listing of all RHS sports and activities (with live links to the actual calendar events on the RHS school web site);
- **School Events & Activities:** Information on upcoming activities at school, such as sports sign-up, drama tryouts, spirit day/assembly plans, club meetings, etc.
- **PTSA News & Parent Education:** Information about parent education classes and PTSA meetings and events, such as Grad Night.
- **Community Digest:** Information from District-approved groups (SAT Prep, sports clubs, traffic updates, summer internships, etc.) plus links to RHS stories in the news.

**HOW CAN YOU SUBSCRIBE TO MUSTANG NEWS?**

Please PRINT your contact information below and turn this form in to the RHS Office.  
Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Or, for automated sign-up, just e-mail "Subscribe" to [rhs.ptsa.news@gmail.com](mailto:rhs.ptsa.news@gmail.com).

## RHS Website

Go to [www.lwsd.org/school/rhs](http://www.lwsd.org/school/rhs) for helpful, up-to-date information about RHS events, activities, college visits, graduation timelines, testing, schedule changes and other announcements.

## Redmond High School Staff

The "formula" to use for contacting a staff member by email is:

The first initial & last name@lwsd.org (*Example:* jtodd@lwsd.org).

**There are a few exceptions to this rule, and these have been noted below when the exception applies.** (\* after the name denotes the department chairperson)

|                               |                           |
|-------------------------------|---------------------------|
| Allender, Kate                | Science                   |
| Anderson, Brian (branderson)  | English                   |
| Appelgate, Holly              | Social Studies            |
| Appelgate, John               | Social Studies, Athletics |
| Arnone, Myra                  | Science/Leadership        |
| Atvars, Kate                  | Math                      |
| Badger, Katie *               | English                   |
| Barashkoff, Andre             | Social Studies/PE         |
| Barashkoff, Julie *           | PE                        |
| Bieker, John                  | Social Studies            |
| Brady, Grace *                | Career & Technical Ed.    |
| Brouillette, Madlyn           | Special Ed                |
| Bunnell, Tom                  | Career & Technical Ed.    |
| Chadwick, Heather             | Family & Consumer Science |
| Chambers, Margaret            | Science                   |
| Cordell, Lesley               | Social Studies            |
| Crowley, Jake                 | English                   |
| Currie, Bob                   | Science                   |
| DeJoy, Jim                    | English                   |
| De la Cruz, Sarah             | Art                       |
| Doty, Misty                   | Drama/English             |
| Ewing, Jeannine               | Health                    |
| Fabian, Suzette *             | Math                      |
| Ferguson, Paula               | Orchestra                 |
| Frable, Pat                   | English                   |
| Garritty, Maynard             | English                   |
| Gengo, Karrie                 | Math                      |
| Gilday, Katrina "Trina"       | English                   |
| Gilliland, Erica              | Social Studies            |
| Guthrie, Ariana               | Choir                     |
| Hargraves, Sandy              | Math                      |
| Harris, Jennifer              | Career & Technical Ed.    |
| Hesslegrave, Dennis           | Japanese                  |
| Hoffmann, Sandra (sahoffman)* | Spanish                   |
| Horne, Gloria                 | Science                   |
| Johnson, Ross (rojohson)      | Social Studies            |
| Kunkler, Robyn                | Math                      |
| Larson, Jeff                  | Math/Health               |
| Marsh, Mary (mamarsh)         | Science                   |
| Mauck, Jennifer               | English                   |
| Mawhinney, Howard *           | Special Ed.               |
| Maxwell, Marcia               | French                    |
| McDonald, Gregg               | Social Studies            |
| McMillan, Christine           | English                   |
| Michaelis, Cathy              | Math                      |
| Miller, Bob                   | Science                   |
| Negreta, Lorena               | Math                      |
| Noteboom, Robert *            | Social Studies            |
| Okun, Steven                  | Art                       |
| Osborne, Paul                 | Science/CTE               |
| Palmer, Jason (japalmer)      | Special Ed.               |

|                                 |                 |
|---------------------------------|-----------------|
| Peabody, David *                | Math            |
| Peterson, Colleen (copeterson)  | Special Ed.     |
| Pluschke, Mike                  | PE/Health       |
| Pudwill, Dan                    | English         |
| Raji, Ashley                    | Spanish         |
| Robertson, Andy *               | Band            |
| Robinson, Catherine             | Science         |
| Rose, Christopher "Max" (crose) | Science         |
| Rowley, Bryan                   | Social Studies  |
| Saxby, Peter                    | Science         |
| Schemmel, Ruth                  | ELL             |
| Shadley, Linda                  | Spanish         |
| Treat, John                     | Special Ed      |
| Villeneuve, Denis               | Social Studies  |
| Watterson, Emily                | English         |
| Wharf, Richard                  | CTE/Sociology   |
| Zimmerman, Shelley              | Special Ed.     |
| Zeazas, Pilar                   | World Languages |
| Zornes, Kirby                   | Science         |

**Principal**

Todd, Jane

**Associate Principals**

Higgins, Lloyd

Westra, Rebekah

**Athletic Director**

Appelgate, John

**BECCA Coordinator**

Campbell, Cyndi

**Bookkeepers**

Grimm, Randi

Rist, Deborah

**Career Center**

Davidson, Sandy

**Counselors**

Dennis, Cheryl

Zambrowsky-Huls, Ellen\*

Martinson, Jennifer\*

Page, Anita

Youngberg, Tena -

Drug & Alcohol

Counselor

**Instructional Assistants**

Bentsen, Ellen

Hopp, Pam

Lawrence, Grace

Lindsey, Susan

Monier, Karen

Mullen, Paul

Radoll, Fayette

Ryan, Sandy

Sagara, Jennifer

Taylor, Antoinette

**Kitchen Staff**

Kalina, Stacy - Manager

**Librarian**

Macer, Shelly

**Para Educators**

Butler, Bridget

Drake, Pam

Eaton, Kelly

Magladry, Mary

**Parking Lot Attendant**

Handschin, Daniel

**Performing Arts Tech**

Barton, Ruth

**Psychologist**

Dean, Brenda

**School Nurse**

Harbour, Rebecca

**Secretaries**

Goodwin, Jeanie

LaBrie, Nancy

Hoiem, Tracy

Simpson, Linda

Sindelar, Cathy

Summa, Pam

**School Resource Officer**

Goepfert, Tom

**Security Monitor**

Chandler, Jeff

**Speech Therapist**

TBD

**Stadium Manager**

Bailie, John

**Communication between Parents and RHS Faculty**

**Operating Principles:**

Treat each other with respect.

Speak truthfully and professionally.

Demonstrate personal integrity and dignity.

Focus on issues, not people.

Keep conversations private.

Go to the source. Seek to understand.

## Resolving Conflict

**We go directly to the source to discuss an issue:** If a student has an issue with a teacher, the student discusses the problem with the teacher. If there is a need to further the discussion, the student will ask a parent or advisor to contact the teacher.

**We attempt to solve the problem at one level before moving to another.** If the parent and/or teacher feel that they are not resolving the issue, they may proceed to the next level, the student's administrator.

**Talk in person and in private.** Phone calls are one way of communicating. All teachers have voicemail and will return calls within 72 hours. If a teacher has provided his/her home phone, please make calls prior to 7:00pm. Some teachers prefer email as a communication tool. Teachers will make every effort to return emails within 72 hours.

## Staffings

**What are they?** A staffing is a meeting of teachers, parents, advisor, and student. Other attendees may include administrators, counselors, and IEP provider, especially when they are the ones facilitating the staffing.

**Why do they occur?** Parents are concerned about the student's grades, behavior, or other issues. Teachers are concerned about the student and want to help him/her fulfill his/her potential.

**What do they accomplish?** The parties involved have a chance to share information that will help the student succeed.

**How does a parent ask for a staffing?** A parent needs to contact either the advisor or counselor to set up a staffing.

**When are they scheduled?** They are scheduled as soon as possible while accommodating all persons involved. If parents cannot make an appointment, they need to make other arrangements. In order to determine if a staffing is needed, the student and parent should develop questions to be answered prior to scheduling a staffing and return these questions to the advisor. The advisor or person facilitating the staffing will contact the parent with the time and date of the staffing.

## ATTENDANCE POLICY

### Absences

Attendance will be taken daily in each class. Teachers are responsible for taking accurate attendance. **An absence is missing a class altogether, or arriving more than ten minutes late to class.**

- If a student arrives more than ten minutes late to any class the student must check in through the attendance office.
- If a student needs to leave campus during the school day, **the student must check out through the attendance office before leaving the school grounds.** Phone approval from the parent (preferably before the school day begins) is required before the student is issued a pass to leave. Students who leave school without signing out through the attendance office will be subject to disciplinary action.

For unexcused absences and for every three tardies in any class, the student will be referred to an administrator for disciplinary action. Both excused and unexcused absences are taken into account when determining eligibility to earn credit in a class. **There is a nine (9) absence limit in order to remain eligible. Prearranged absences also count in the total absence count.** School-related absences (such as field trips) do not count toward the 9 absences limit students are held to.

### Definition of Absence

| <b>Examples of Excused Absences</b>  | <b>Examples of Unexcused Absences</b>            |
|--|--|
| * Illness or medical emergency (in certain instances, a doctor's note may be required to verify the absence)                 | Oversleeping                                     |
| <b>Religious Observance</b>  | Traffic problems                                 |
| <b>Family Emergencies</b>  | Missing the bus                                  |
| <b>Pre-arranged medical and dental appointments</b>  | Staying home to do homework                      |
| <b>Counseling appointments</b>   | Job training or work related absences            |
| <b>School related field trips (special school programs, pre-arranged community service activities, or school activities)</b> | Student providing childcare for younger siblings |
| <b>College visits</b>  | Taking driver's test                             |
| <b>Required court proceedings</b>  | Shopping for prom dress                          |
| <b>* Family vacations (only if Pre-Arranged Absence policy is followed. See page 17 for details)</b>                         | Taking pet to veterinarian                       |
| <b>*Other Pre-Arranged Absences (only if Pre-Arranged Absence Policy is followed)</b>  | Staying home to visit with out-of -own guests    |

## ATTENDANCE PROCEDURES

### Responsibility for Attendance

1. Students and parents are responsible for school attendance. The parent or legal guardian of any student who is absent from class is requested to leave a phone message with the school Attendance Office at (425) 936-1810 *within 24 hours* of the absence to explain the circumstances of the absence. If the parent is aware of an impending absence, please call to notify the school in advance. If not, the absence will be documented as unexcused.

\* Using the Definition of Absence chart and professional judgment, the school will determine whether an absence is excused or unexcused. The parent will be responsible for explaining the circumstances of the absences, but NOT for determining whether the absence was excused or unexcused.

2. Students with excused absences are allowed to receive credit for make-up work. Students absent from class without permission (i.e., unexcused or truant) may be required to complete make-up work in order to remain current in the class, but may not receive credit for that work or any other assignments done in that class or due in class that day.

3. Students are strongly encouraged to attend classes as scheduled. Disciplinary action may be taken for unexcused absences in an effort to correct attendance problems.

4. *Unexcused Absences (truancy) and the Becca Bill: Under RCW 28A.225, the Compulsory Attendance Law or Becca Bill, parents are responsible for their child's full-time attendance. If it is determined that a student is truant as set forth herein, the parent/guardian will be notified by phone or by mail of the unexcused absence. If the truant behavior continues, a conference will be set to help reduce the student's unexcused absences. If unexcused absences accumulate to seven (7) unexcused absences within any 30 day period, or ten (10) unexcused absences during the school year, the student will be prosecuted for truancy at the King County Superior Court. An absence under this provision is when the student is truant for the majority of his or her class schedule*

### Prearranged Absence or Family Vacation Policy

We recognize there are many reasons why a family may choose to take their student out of school on a vacation; however, students cannot maximize their educational experience when they are absent. A significant amount of teaching and learning takes place during class time and cannot be duplicated at home. Family vacations must be prearranged in order to be considered excused. The Prearranged Arranged Absence form must be completed and turned in 5 schools days prior to the absence. Failure to follow the procedure will result in the absence being reported as unexcused.

### Students Arriving to School after the Start of the School Day or Leaving Campus Early During the School Day

*If a student arrives on campus after 7:40, the student must check in through the attendance office. If a student needs to leave campus during the school day, **the student must check out through the attendance office before leaving the school grounds.** Phone approval from the parent (preferably before the school day begins) is required before the student is*

issued a pass to leave. Students who leave school without signing out through the attendance office will be subject to disciplinary action.

### Family Vacation Policy

We recognize there are many reasons why a family may choose to take their student out of school on a vacation; however, students cannot maximize their educational experience when they are absent. A significant amount of teaching and learning takes place during class time and cannot be duplicated at home. Family vacations must be prearranged in order to be considered excused. The Prearranged Arranged Absence form must be completed and turned in 5 schools days prior to the absence. Failure to follow the procedure will result in the absence being reported as unexcused.

### Discipline Consequences for Excessive Absences

| Absences (Per Class, Per Semester)                                  | Consequence  |
|---|--|
| Four (4) excused and/or unexcused absences per semester in a class  | A letter will be mailed home to notify the parent or guardian  |
| Seven (7) excused and/or unexcused absences per semester in a class | Administrator will confer with the student and make direct contact (phone or conference) with the parent or guardian. The administrator will also place the student on an attendance contract. A copy of the contract will be mailed home. |
| Ten (10) excused and/or unexcused absences per semester in a class  | Administrator will issue a loss of credit notice to the student and contact the parent or guardian.  |

### Discipline Consequences for Unexcused Absences

| Unexcused Absences<br>(In any class, irrespective of class period missed, per semester) | Consequence  |
|---|--|
| 1 <sup>st</sup> Offense   | Administrative Designee will meet with student to explain consequences for further unexcused absences.   |
| 2 <sup>nd</sup> & 3 <sup>rd</sup> Offense   | Administrator will assign detention. For 3 <sup>rd</sup> unexcused absence, administrator will notify student that the next unexcused absence will result in a parent meeting. |
| 4 <sup>th</sup> Offense   | Administrator will hold a parent meeting and notify student and parents that subsequent unexcused absences will result in suspension from school at a progressive rate         |
| 5+  | Suspension from school at a progressive rate   |

### LOSS OF CREDIT

Students will be issued a Loss of Credit Notice after exceeding the nine absence limit in a class per semester. After receiving the Loss of Credit Notice, if extenuating circumstances exist, the student may choose to appeal his/her loss of credit to the Attendance Review Committee. The student will remain in the class for the duration of the semester regardless of whether or not they choose to appeal. If, in the teacher's professional judgment, the student actively works to learn, he/she will receive a "NC" grade rather than an "F" at the end of the semester. If the student chooses to appeal the loss of credit, they will participate in an appeal hearing at the end of the semester. Two important factors the committee will consider during the appeal are; whether or not the student's attendance improved since the loss of credit was issued, and whether or not the student is earning a passing grade in the class.

### Appeal Procedure

All students who wish to appeal loss of credit must appeal to the Attendance Review Committee by following these steps:

1. Schedule an appointment with the Attendance Review Committee in the Attendance Office within five school days after receiving notification of loss of credit.
2. Appear before the Attendance Review Committee at the appointed time to account for all absences and explain extenuating circumstances (10 minutes maximum time limit for presentation). Parental attendance is required.

Following the hearing:

1. The Attendance Review Committee will notify student of its decision within three school days after the hearing.
2. The decision of the Attendance Appeal Committee may be appealed to the principal.

Extenuating Circumstances:

If a student's absences have occurred as a result of an extenuating circumstance, such as serious/lengthy illness or personal crisis, the student may request reinstatement of credit without appeal by following these steps:

1. The student/parent may appeal for reinstatement of credit directly to the student's administrator through the student's counselor.
2. The administrator may either reinstate the opportunity to receive credit or refer the issue to the Attendance Review Committee for action.

### TARDY POLICY

Tardiness is disruptive to the teaching/learning process and negatively affects student performance. When the bell starts to ring after the five minute passing period, all students must be in the appropriate classroom or locker room. Unexcused tardies will be subject to progressive discipline.

| Tardy (Per Class, Per Semester) | Consequence  |
|---------------------------------|--|
| 1-2                             | Teacher consequences   |
| 3                               | Referral to office. Administrator will assign detention and notify student that the next tardy will result in a parent meeting |

|    |  |
|----|--|
| 4  | Administrator will hold a parent meeting and notify student and parents that subsequent tardies will result in suspension at a progressive rate and future tardies will be converted to unexcused absences at a rate of 3:1 (3 tardies = 1 unexcused absence). |
| 5+ | Suspension at a progressive rate and every 3rd tardy will be converted to 1 unexcused absence.   |

### **BEHAVIORAL EXPECTATIONS OF STUDENTS**

We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities or any other aspect of the educational process. School jurisdiction and authority includes student conduct to and from school, at school, at bus stops, on busses, and at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the work of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed in this handbook, shall be subject to discipline, including possible suspension and/or expulsion from school, and /or referral to law enforcement authorities.

#### **Student Rights and Responsibilities**

We believe for every right there is a responsibility. This responsibility includes the freedom to exercise your rights in a manner that is not offensive to those around you. We trust students will respectfully accept and adhere to the following:

##### **Rights**

- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways and lunchrooms.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to help solve their problems.
- Students have the right to engage in the grievance process.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
- Students have the right to exercise freedom of expression as part of the instructional process. However, this freedom is subject to reasonable regulation and may not be used to disrupt the educational environment or interfere with the rights of others.

##### **Responsibilities**

- Students are responsible for their own behavior.
- Students are responsible for respecting school property and personal belongings.
- Students are responsible for attending school and all classes daily and on time.

- Students are expected to exhibit conduct which is courteous, cooperative and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and all school related activities.
- Students are responsible for being prepared for class; i.e., bringing appropriate and necessary materials to class on a daily basis.
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.

### **Progressive Discipline**

The school encourages Progressive Discipline whenever reasonably possible to correct undesirable/unacceptable behavior, attendance, or attitude problems. Progressive Discipline is the process used to correct student behavioral problems and to teach the student to function in an acceptable manner.

Progressive Discipline attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense (or accumulated offenses) has occurred. Students who violate a rule for the first time will face disciplinary action commensurate with the violation. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intention is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging him/her to accept responsibility for his/her actions.

The goal of the Progressive Discipline approach in the Lake Washington School District is to encourage the students to:

- Correct inappropriate or unacceptable behavior;
- Develop better understanding of the problem and the need for behavior change;
- Accept responsibility for their actions;
- Make the necessary or desirable change in their behavior;
- Provide an opportunity to demonstrate improvements and personal growth, and;
- Plan for and make appropriate choices conducive to school success.

Discipline procedures range from conferencing with students, parents and/or guardians to suspension and expulsion. Definitions related to these different options include:

**Discipline:** Any form of corrective action taken other than suspension and expulsion. This may include community service (CS), restitution, assessment/counseling as appropriate.

**Suspension:** Denial of right of attendance for a specific amount of time; short-term suspensions (STS) are for no more than ten consecutive school days; long-term suspensions (LTS) exceed ten consecutive school days; in-house suspension (IHS) allows students to attend school, but limited to the in-house room.

**Expulsion:** Denial of right of attendance for an indefinite amount of time will be used only when the nature and circumstance reasonably warrant the harshness of expulsion.

**Emergency Expulsion (EE):** When the student's presence imposes an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

Students who create a disruption of the educational process in violation of our building standards may be excluded from a classroom for all or any portion of the school day. Students may be excluded for longer periods if they repeatedly disrupt the learning of other students. Students who repeatedly violate school policies are a concern, and the frequency with which they violate school rules is often of equal or greater concern than individual violations. Because of this, discipline is based on the cumulative effects of these acts.

While administrators normally apply the concept of progressive discipline in working with our students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Lake Washington School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e., conduct that is so frequent in nature or as serious in nature in terms of the disruptive effect upon the operation of the school as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a threat or disruption to other students at school. A suspension from school may be appealed. The student will be informed of the process at the time a suspension occurs. Parents will be notified of the suspension by mail.

### **Human Dignity**

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and /or characteristics including for example, but not necessarily limited, to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of student, staff and volunteers.

### **Harassment**

Because all employees and students have the right to work and learn in a non-intimidating environment, harassment will not be condoned or tolerated in the district. Harassment of any employee or student on the basis of individual differences, including but not limited to, gender, religion, race, age, ethnic group, disability, physical condition, sexual orientation, or marital status is a serious violation of district and school policy.

**Harassment** can take many forms and can include bullying, slurs, comments, rumors, "put-downs", jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal or physical conduct relating to an individual which: (1) have the purpose or effect of creating and intimidating, hostile or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education(3) have the purpose of effect of unreasonably interfering with an individual's work performance or education; or (4) otherwise unreasonably affects an individual's employment or education opportunities.

**Sexual Harassment** is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual in nature. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or

school-related decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job or educational performance or creates an environment that is intimidating, hostile or offensive.

**Harassing conduct** includes: repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive and which interferes with efficacy or creates uneasiness.

**False reports.** It is a violation of this policy to knowingly report false allegations of harassment. Persons found to knowingly report false allegations would be subject appropriate discipline.

**Investigative process.** Any complaint received will be promptly investigated and the district will take prompt corrective action where appropriate. A written report of the complaint and investigation results will be compiled. Results of the investigation will be communicated in writing to the complainant and the accused within thirty days. Appropriate corrective measures will be taken no more than thirty days from the written response. This policy and related procedures and administrative guidelines will be posted and disseminated in each work site and reviewed with employees and students on an annual basis.

### **Alcohol, Drug and Tobacco Free School**

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs and/or alcohol. No one is allowed to possess, use, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school activities.

### **Dangerous Weapons**

Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm or dangerous weapon or possessing any exploding item, device or substance that would be capable of producing bodily harm or cause damage to property or disruption of the educational process is strictly prohibited. Violation of this rule is considered serious to the safety and welfare of both the student who violates it and others in the district and is such a disruption to the educational process that emergency expulsion will always be immediately enacted. By law, we are required to notify the local law enforcement agency of a violation of this rule. Also by law, in the case of possession of a firearm, we are required to expel the student. The duration of the expulsion will be at least one school year and may be permanent.

### **Student Searches**

Administrators may make general searches of all student lockers, desks, storage areas, or automobiles parked on campus without prior notice given to students. An individual student, his/her property, and automobiles parked on campus may be searched by school district employees, if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from students' possession.

### Drug-Scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using drugs on school grounds. RCW 28A.600.210 states: "The legislature finds that illegal drug activity and weapons in schools threaten the safety and welfare of our school children and pose a severe threat to the state educational system. School officials need to protect students from exposure to illegal drugs, weapons, and contraband. Searches of school-issued lockers and the contents of those lockers is a reasonable and necessary tool to protect the interests of the students of the state as a whole." With this purpose in mind, administration has the authority to invite drug-scenting dogs to conduct suspicionless searches on school property.

### Exceptional Misconduct and Discipline

Any conduct, which materially and substantially interferes with the educational process, is prohibited. However, the following infractions have been judged so serious in nature and / or so serious in terms of disruptive effect upon the operation of the school, which students may be subject to an emergency expulsion and /or suspension (short term or long term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and /or restitution to victims if appropriate. All of the behaviors listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus, if disruptive effects result at school. Law enforcement may be informed.

### Exceptional/Serious Misconduct and Discipline

| <i>Key: Short Term Suspension (STS)<br/>Community Service (CS)</i> |   | <i>Emergency Expulsion (EE)<br/>Long Term Suspension (LTS)</i>                             |
|--|---|--|
| <b>Violation</b>   | <b>Definition</b>   | <b>Consequence</b>   |
| <b>Arson</b>   | Lighting a fire, causing any fire to be started, setting fire to school property or falsely setting off a fire alarm.   | <ul style="list-style-type: none"> <li>• EE, LTS, Assessment, Police Report</li> </ul>     |
| <b>Assault (Resulting in Bodily Harm)</b>                          | Inflicting physical harm.   | <ul style="list-style-type: none"> <li>• EE, LTS, Risk Assessment Police Report</li> </ul> |
| <b>Disruptive Behavior</b>   | Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline. | <ul style="list-style-type: none"> <li>• EE, STS or LTS</li> </ul>                         |
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| <b>Drugs/Alcohol Possession</b><br>Use<br>Paraphernalia | Possession, use, or being under the influence of drugs/alcohol on school grounds or during school sponsored events; including prescription drugs beyond a daily dose and over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. See Athletic Code for student athlete year-round restrictions.                                 | <ul style="list-style-type: none"> <li>• EE/LTS<br/>Release of Information Form and Assessment, Police Report</li> </ul>                          |
| <b>Drugs/Alcohol Sell</b><br>Buy<br>Transfer            | Transfer or sale on school grounds or during school sponsored events. Includes illegal drugs, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.  | <ul style="list-style-type: none"> <li>• EE/LTS<br/>Release of Information Form and Assessment, Police Report</li> </ul>                          |
| <b>Firearms</b>   | Possession, threat to use or use of a firearm.   | <ul style="list-style-type: none"> <li>• EE<br/>Permanent expulsion from the LWSD, ROA (referral to an outside agency), Police Contact</li> </ul> |
| <b>Harassment, Intimidation, Bullying, Disrespect</b>   | Harassment (verbal, physical, visual)/Intimidation/Bullying/Disrespect: Derogatory remarks, phrases, gestures, teasing etc., which demeans the race, ethnic background, gender or individuality (e.g. character, sexual orientation, physical appearance) of a person, or inappropriate touching. Also: words, actions, or electronic communications that create a hostile environment or disrupt school operations. | <ul style="list-style-type: none"> <li>• Conflict Mediation and/or STS, LTS, EE</li> </ul>  |
| <b>Other Weapons and Explosives</b>                     | Possession, threat to use or use of other dangerous weapons (or replica weapons) i.e. knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, <u>laser devices</u> or any other item or substance which can inflict or threaten substantial harm or which can be perceived by others   | <ul style="list-style-type: none"> <li>• EE, STS to LTS<br/>ROA (referral to an outside agency)<br/>Conference<br/>Police Contact</li> </ul>      |

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|                          | as a weapon.  |  |
| <b>Sexual Harassment</b> | Unwelcome sexual comments, jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual or physical advances, unwanted touching, stalking, or gestures specific to an individual's gender.                                | <ul style="list-style-type: none"> <li>• Conflict Mediation and/or STS, LTS, EE</li> </ul> |
| <b>Threats</b>           | To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed. | <ul style="list-style-type: none"> <li>• STS, LTS and/or EE</li> </ul>                     |

#### Other Forms of Misconduct and Discipline

| <b>Violation</b>             | <b>Definition</b>   | <b>Consequence</b>   |
|------------------------------|---|--|
| <b>Academic Dishonesty</b>   | Any student who knowingly submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty. Academic dishonesty also includes the aiding and abetting of academic dishonesty of others. This includes the unauthorized use of electronic devices. | <b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• Loss of credit for the assignment<br/>Parent contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• Loss of credit for the semester<br/>STS/LTS</li> </ul> |
| <b>Alteration of Records</b> | A student who falsifies, alters, destroys a school record or any communication between home and school including impersonating parent on phone shall be subject to corrective action.   | <ul style="list-style-type: none"> <li>• EE, STS, LTS, Parent Contact, Police Contact</li> </ul>   |
| <b>Assault</b>               | A student shall not perform physical, written or verbal violence toward another person causing fear or harm.  | EE, STS, LTS, Police Contact   |
| <b>Dress Code</b>            | Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to   | <ul style="list-style-type: none"> <li>• Change clothes<br/>Parent contact<br/>EE, STS, LTS</li> </ul>   |

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|   | school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations. |  |
| <b>Endangerment of Others</b>             | A student shall not act in a manner that endangers students, staff, or community members. This includes reckless driving or speeding.  | <ul style="list-style-type: none"> <li>• EE, STS, LTS</li> <li>Police Contact</li> </ul>                           |
| <b>Extortion/Blackmail &amp; Coercion</b> | A student shall not extort or attempt to extort any item, information or money.  | <ul style="list-style-type: none"> <li>• EE, STS, LTS</li> </ul>   |
| <b>Fighting</b>                           | A student shall not engage in physical altercation with one or more other persons. This includes instigating a fight or contributing to the likelihood of a fight developing.  | <ul style="list-style-type: none"> <li>• EE, STS, LTS</li> </ul>   |
| <b>Forgery</b>                            | A student shall not engage in copying, plagiarizing, falsifying materials/signatures and/or other information or objects.  | <ul style="list-style-type: none"> <li>• Parent contact</li> <li>EE, STS, LTS</li> </ul>                           |
| <b>Gang Related Behavior/Actions</b>      | Committing a school infraction or criminal act as a group of three or more persons or displaying signals, signs, symbols, or wearing clothing that is associated with gang activities.   | <ul style="list-style-type: none"> <li>• STS, LTS</li> <li>Police</li> <li>Contact/Report</li> </ul>               |
| <b>Gambling</b>                           | A student shall not engage in acts which involve the exchange of money or other items through games of chance or encouraging other students to gamble.   | <ul style="list-style-type: none"> <li>• EE, STS,</li> <li>Community Service</li> </ul>                            |
| <b>Hazing</b>                             | A student shall not participate in or fail to report known activity that demeans, abuses, or violates members or potential members of a team or club individuals.  | <ul style="list-style-type: none"> <li>• EE, STS, LTS</li> </ul>   |
| <b>Illegal Acts</b>                       | A student shall not engage in the commission of any illegal or criminal act. This includes the possession or distribution of   | <ul style="list-style-type: none"> <li>• Mediation and/or</li> <li>STS, LTS, EE,</li> <li>Police Report</li> </ul> |

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|  | illegal or inappropriate materials or images on cell phones or other electronic devices.   |   |
| <b>Immediate Danger and Disruption</b>   | If a student's presence poses an immediate and continuing danger to the student, other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted.   | <ul style="list-style-type: none"> <li>• EE, STS, LTS/or Expulsion Conference Police Contact</li> </ul> |
| <b>Interfering with School Investigation</b>   | Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.                                   | <ul style="list-style-type: none"> <li>• STS, LTS and/or EE</li> </ul>                                  |
| <b>Lying</b>   | Telling or writing untruths  | <ul style="list-style-type: none"> <li>• STS</li> </ul>   |
| <b>Multiple/Accumulated Offenses</b>   | A student may be disciplined for the commission of multiple or accumulated offenses.   | <ul style="list-style-type: none"> <li>• STS, LTS</li> </ul>  |
| <b>Negative Community Action</b>   | Washington State Law provides for the implementation of school discipline for actions performed outside of school that may adversely affect the educational environment of the school. Examples include, but are not limited to, acts of vandalism, theft, assault, and harassment occurring off-campus. | <ul style="list-style-type: none"> <li>• STS, LTS, Expulsion</li> </ul>                                 |
| <b>Theft</b>   | A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of stolen property or reason to know stolen property.   | <ul style="list-style-type: none"> <li>• EE, STS, LTS Restitution Police Contact</li> </ul>             |
| <b>Tobacco</b>   | A student shall not possess, use, or distribute any tobacco product.   | <ul style="list-style-type: none"> <li>• STS Diversion STS</li> </ul>                                   |
| <b>Trespass/Loitering/Unauthorized Entrance</b>  | A student shall not enter or be present on school property without permission.   | <ul style="list-style-type: none"> <li>• EE, STS, LTS</li> </ul>  |
| <b>Unauthorized Use of Equipment and Violation of the Computer Internet Code of Conduct Policy</b> | Computers, science equipment, and laser pens, cell phones and other personal technology devices may not be used in classrooms without teacher authorization. Photographs,  | <ul style="list-style-type: none"> <li>• STS , LTS Restriction of tech privileges</li> </ul>            |

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|  | video and audiotapes may not be published without permission.   |  |
| <b>Unauthorized Use of CELL PHONES, iPods, or other Electronic Devices During Class Time</b> | Cell phones and other personal technology devices may not be used in classrooms without teacher authorization   | 1 <sup>st</sup> Offense: <ul style="list-style-type: none"> <li>• Confiscation for the day</li> </ul> 2 <sup>nd</sup> Offense: <ul style="list-style-type: none"> <li>• Confiscation for the remainder of the semester, device returned only to parent or guardian</li> </ul> 3 <sup>rd</sup> Offense: <ul style="list-style-type: none"> <li>• STS, Willful Disobedience</li> </ul> |
| <b>Vandalism</b>   | Destruction or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies, littering, or displacing property.   | <ul style="list-style-type: none"> <li>• STS/LTS<br/>Restitution, CS<br/>Police intervention<br/>Possible expulsion</li> </ul>   |
| <b>Vulgar or Lewd Conduct</b>  | Any lewd, indecent, vulgar, profane or obscene act or expression is prohibited. This includes swearing, spitting, obscene gestures, entering restroom of opposite sex and inappropriate display of affection. | <ul style="list-style-type: none"> <li>• EE, STS, LTS</li> </ul>   |
| <b>Willful Disobedience</b>  | Failure to follow reasonable requests and directions of school staff.   | <ul style="list-style-type: none"> <li>• STS, LTS</li> </ul>   |

### Computer and Internet Code of Conduct

The Lake Washington School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. As users of District computers, students are expected to review and understand Appropriate Use Procedures.

1. Protect your log-on information from others. Do not use others' passwords.
2. Exercise good judgment when using computer and electronic equipment. Do not provide personal information to strangers.
3. Respect district property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.
4. Do not delete or add software or peripheral equipment to district computers without permission.
5. Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
6. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
7. Be ethical and courteous to other students, staff and community members. Do not send hate, harassing or obscene mail, text or images, libelous, scandalous or discriminatory

- remarks, or demonstrate other antisocial behaviors. Such communication may be subject to school discipline legal action; and/or police contact.
8. District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses and distribution of large quantities of information (chain letters, network games, photograph files or broadcasting messages).
  9. Do not assume that because something is on the Internet that you can copy it; do not plagiarize by submitting others' work.
  10. Do not use district computers for commercial or political activity.

### **Technology Code of Conduct**

1. Students are expected to follow the *Internet Code of Conduct* and the *Computer User Agreement and Release Form*.
2. Library and mini lab computers will be used for school use only.\*
3. Students are expected to leave games and other applications at home.\*
4. Mini lab will only be used when a staff member is present.\*
5. Students will leave food and beverages outside the computer lab at all times.
6. Students will clean up computer desktop (close all windows) upon leaving.\*
7. Monitor positions are not to be changed.\*
8. Students will not close screens, clear desktops, or turn off computers when teachers approach them.\*
9. Students will not disturb other computer users.\*
10. Students will not remove applications from the hard drive.\*\*
11. Students will not install or download any personal software.\*\*\*
12. Students will not vandalize or steal school equipment.\*\*\*
13. Students will not alter internal components of the computers.\*\*\*

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| <p>* Warning – may be asked to leave lab for remainder of day<br/> ** Removal from lab and loss of computer privileges for one week<br/> *** Removal from computers for one month and parent conference<br/> **** Removal from computers for remainder of the year and parent conference</p> |
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Offenses are cumulative for the school year. Consequences are guidelines. Teacher, staff and administrators will use discretion to ultimately determine the consequences.

#### **Guidelines for Personal Student Web Sites Housed on Private Servers**

Students are encouraged to be involved in creating and maintaining their school's official website. The district has established the following guidelines for students who choose to create personal websites on private servers.

1. Students must have a thorough understanding of the rules, terms and conditions established by the host provider especially relating to content and language. If these conditions are not posted on the host site, an email should be sent requesting them.
2. These sites need to be closely monitored by the site initiator and/or manager (webmaster) to ensure that everyone contributing to the site follows the rules, terms, and conditions established by the Internet Service Provider.
3. School names, mascots, colors, and the school or school district's website designs are legal trademarks of the school and district and cannot be used without express permission.
4. These websites need to be clearly identified as personal websites that are not associated with Lake Washington School District or an individual school.

5. If material posted to a website is illegal, obscene, defamatory, threatening, disruptive, or harassing to other student or staff and/or the educational process, the district may contact the Internet Service Provider and website initiator/manager (webmaster) to ensure appropriate and legal expression. Legal and /or disciplinary action may also be taken by the District in appropriate case to prevent further abuses. Student webmasters or contributors may be disciplined by school authorities for authorizing such material either themselves or jointly with others, for aiding and abetting others to publish such material, or by knowingly permitting such material to be posted or to remain posted on the website without taking timely and adequate steps to prevent or remove the material. Appropriate consequences for violating this policy are specified in this student code of conduct.

### ASSOCIATED STUDENT BODY (ASB) ACTIVITIES

ASB Advisor.....Mrs. Arnone  
 ASB activities/elections.....Mrs. Arnone  
 Fundraiser approval.....Mrs. Westra

**High school years are some of the busiest of our lives. Those who finish with the best memories are those who take advantage of everything these years have to offer. The more involved your students are, the more fun they will have, and the more they will get out of their time at Redmond High School. Following is a list of most of the ASB sponsored events. For more information on how students can get involved, contact ASB advisor Ms. Arnone.**

|                                     |                                 |
|-------------------------------------|---------------------------------|
| October 23, 2010<br>8:00 pm – 11:00 | Homecoming Dance<br>Semi-formal |
| March 5, 2011<br>8:00 pm – 11:00    | Tolo Dance<br>Casual            |
| May 21, 2011<br>9:00 pm – 12:00     | Senior Prom<br>Formal           |

**Doors to all dances will close 90 minutes after the dance begins. Students who have a legitimate reason to be late must obtain permission prior to the dance from an administrator. Students who bring quests must obtain a quest pass by the Tuesday prior to the dance – limit of ONE quest pass per RHS student. A student who leaves the dance will not be readmitted. Students who attend any dance or school function under the influence of drugs/alcohol will be suspended and parents will be requested to take them home. At all times, students at a RHS dance are expected to behave in a way that is appropriate and will not make anyone uncomfortable. There will no dancing which mimics or simulates sexual acts. No hands under clothing and all attire must meet the same requirements as clothing worn during the school day. Administrators and teacher chaperones will enforce guidelines when necessary. If the student does not respond to a warning to stop inappropriate behavior he/she may be asked to leave the dance and parents will be notified.**

## **SPECIAL WEEKS AND EVENTS**

Go to [www.lwsd.org/school/rhs](http://www.lwsd.org/school/rhs)  
for updated information

**September 1, 2010: First day of school - Sophomore Orientation**

**September 22, 2010: Curriculum Night**

**October 18-22, 2010: Homecoming Week and Homecoming Assemblies** – Throughout the week, students participate in a variety of club and class competitions culminating on Friday with an assembly, round-up activities, and a football game featuring half-time entertainment. On Saturday night, students conclude the week of celebration with a semi-formal dance.

**November 5, 2010: Veteran's Day Assembly**

**January 10-14, 2011: Martin Luther King Junior/Unity Week** – We celebrate Dr. King's birthday and his important messages.

**February 25, 2011: Celebrate the Arts Assembly** – This is an opportunity to show off the artistic talent in our school. To highlight our talented student body, there will be a Celebrate the Arts Assembly.

**March 24, 2011: Mr. /Ms. Mustang**

**May 2-5 2011: Staff Appreciation Week**

**May 5, 2011: ASB/Class Elections Assembly/Senior Class Meeting**

**May 20, 2011: Alcohol Awareness Assembly**

**June 1, 2011: Honors Recognition** – Students are recognized for their academic achievements.

**June 13, 2011: Moving-Up Assembly** – This assembly is held to honor seniors.

**June 15, 2011: RHS Graduation 2pm, Key Arena, Seattle**

**June 16, 2011: Last day of school**

### **ASB Card**

Most student activities such as athletics, the newspaper, dances, assemblies, etc., are financed through student funds. The greatest single source of revenue comes from ASB card sales. It provides admission to all regular season home football, basketball and wrestling contests. It also permits the owner to purchase KingCo tickets away from school at reduced prices for league and playoff games. The card may be purchased any time during the school year.

All students participating in an activity sanctioned by the RHS Associated Student Body must purchase an ASB card to be eligible to participate in sports and/or school activities.

**There will be a \$10 charge to replace an ASB card.\***

### **Annual (Yearbook)**

The cost of the annual for 2010-2011 will be \$48. Annuals may be purchased any time during the school year. After October 4, 2010 the cost will be \$53.

### **„RHS Help“Program**

If you need help paying for school related expenses, send a confidential e-mail to: [rhshelp@lwsd.org](mailto:rhshelp@lwsd.org). You can also find more information on the RHS website in the “For Students” section.

### „RHS Ride‘ Program

Do you ever need to stay after school to work with a teacher, but can't because you don't have a ride home? Now you do!! There is a new ride program with parent volunteer drivers who are available to give students a ride home on Mondays and Thursdays at 3:00 p.m. A sign up sheet is in the attendance office - - - come down, sign up, and fill out a permission form. Please sign up three days in advance to allow for time to find a driver. If you have any questions, please see Mrs. De la Cruz in room B110 or contact via email at [sdelacruz@lwsd.org](mailto:sdelacruz@lwsd.org).

### School Activities, Clubs, Organizations and Advisors

|                                 |                    |
|---------------------------------|--------------------|
| Animal Club.....                | Robyn Kunkler      |
| Art Club .....                  | Steve Okun         |
| Anime Club (Japanese).....      | Dennis Hesselgrave |
| Band.....                       | Andy Robertson     |
| Black Student Union .....       | Shelley Zimmerman  |
| Bowling .....                   | Rob Noteboom       |
| Bridge to Self Sufficiency..... | Tom Bunnell        |
| Cakes for a Cause.....          | Heather Chadwick   |
| Cheer.....                      | Cindy Campbell     |
| Chess.....                      | Kirby Zornes       |
| Choir.....                      | Arianna Guthrie    |
| Debate .....                    | Ross Johnson       |
| DECA.....                       | Grace Brady        |
| Destination Imagination.....    | Kirby Zornes       |
| Digital Multi-Media.....        | Paul Osborne       |
| Drama.....                      | Misty Doty         |
| Drill Team.....                 | Shaila Brantingham |
| Environmental Club.....         | TBA                |
| Exordium.....                   | Jennifer Mauck     |
| French Club.....                | Marcia Maxwell     |
| Game Club.....                  | Bryan Rowley       |
| Gay/Straight Alliance.....      | Maynard Garritty   |
| Honor Society.....              | Linda Richard      |
| Key Club.....                   | Trina Gilday       |
| Knowledge Bowl .....            | Trina Gilday       |
| Multicultural Club.....         | Sandra Hoffmann    |
| Physics/Robotics Club.....      | Peter Saxby        |
| Schools for Schools.....        | Erica Gilliland    |
| Science Olympiad.....           | TBA                |
| SPAM.....                       | Sandy Hargraves    |
| T.O.A.T. ....                   | Andrew Affholter   |
| Ultimate Frisbee.....           | Jeff Larson        |
| Video Gaming Club .....         | Jim DeJoy          |

### ATHLETICS AND SPORTSMANSHIP

Redmond High School is a member of the KingCo Athletic Conference and is responsible for following all KingCo sportsmanship and spectator regulations.

In order for any student to participate in any interscholastic program, students must do the following:

1. Pass all classes with a minimum 2.0 GPA and have no F's the previous semester.
2. Returned to the coach or paid for all previous sports equipment/uniforms issued.
3. Received from and returned athletic clearance forms to the athletic office.  
*\*Proof of family or school insurance; RHS Drug and Alcohol Contract; KingCo Eligibility form; HIPPA Form; ASB card (or receipt); Physical Examination Card; Emergency Card.*
4. Have no unpaid fines or fees.
5. Pay appropriate sports fee per season (see below. )
6. A reasonable fee of \$10 will be charged for all dishonored checks returned to the LWSD per RCW 62A.3-104.

#### **Athletic/Activity Information**

Students are eligible for any athletic program as soon as they have:

- Paid for an ASB card and the LWSD sports participation fee;
- Obtained parental/guardian permission to participate;
- Obtained a physical clearance once each school year;
- Shown proof of insurance (school insurance is available in the office); and
- Passed all classes (minimum of four .5 credit hour classes) during the previous semester with a 2.0 minimum G.P.A.

#### **Sports Participation Fees**

1. For the 2010-11 school year, LWSD has established high school sports fees at \$275.00 per player per season (\$500 individual cap, \$1500 family cap). Please see the athletic secretary for further information regarding sports participation fees. Fees must be paid at the time of turnout. Parents of students who are unable to afford the fee should contact the coach or athletic director at their school. Requests for refunds of sports fees must be made by the end of the season.

#### **Athletic/Activities Code of Conduct**

As members of a high school team or WIAA sponsored activity that represents LWSD, students are expected to make a strong personal commitment to the rules of training and conduct in order to maintain a strong healthy body and represent their school in an exemplary fashion. To that end, the following rules apply to all students participating in interscholastic athletic/activities or attending a team-related activity like, out of season camps or tournaments. These rules apply at all time throughout the school year which is defined as beginning with fall tryouts to the last day of school and including any summer team related activities.

#### **Training Rules/Illegal Controlled Substances & Alcohol**

Legend drugs and controlled substances – Penalties for the possession, use, or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:

- 1<sup>st</sup> Violation – A participant in possession and/or use of a controlled substance, and/or “legend drugs” including anabolic steroids or alcoholic beverages shall be

immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. This also includes attending and remaining at an event where consumption of any of the above mentioned substances by a minor(s) occurs. Ineligibility shall continue into the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with school authorities. The school principal shall have the final authority as to the student athlete's participation in the interscholastic sports program.

- A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the athletic program, after a minimum two week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval, but may not attend contests during the suspension period.
- 2<sup>nd</sup> Violation – A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.
- 3<sup>rd</sup> Violation – A participant who violates for the third time RCW 69.41.020-69.41050 shall be permanently ineligible for interscholastic competition.

"Legend drugs" means any drugs which are required by state law or regulation of the state board of pharmacy to be dispensed on prescription only or are restricted to use by practitioners only.

### **Sale and/or Distribution**

Per Lake Washington School District policy, the sale and/or distribution of alcohol or prescription or non-prescription drugs will result in the student automatically being placed on Violation 2 of the Athletic/Activity Code.

### **Tobacco**

(Cigarette, chew, etc)

- First Career Violation – The possession and/or use of tobacco products will result in 1) a minimum of one week suspension from competition and 2) attending a mandatory cessation class.
- Second Career Violation – The student shall be suspended for ten (10) weeks of competition. If there is not ten weeks left in the current season, the suspension will carry over to the next competitive season in which they are a returning athlete. In addition, an athlete must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products before an athlete can again represent LWSD in athletics.
- Third Career Violation – A student athlete who violates for a third time shall be permanently prohibited from participating in any WIAA member school athletic program or activity.

### **Bus Conduct Policy**

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. All school and district rules for student conduct apply at bus stops, on the bus, and on the way to and from school. Violations will be subject to school consequences, including detention, suspension and/or expulsion. The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in their charge. However, the bus driver shall have final authority and responsibility.

### **Conduct Rules**

Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team. All LWSD athletes are expected to adhere to all LWSD policies as explained in each school's Student/Parent Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.

- Procedures – Implementation: Parents are encouraged to assume an active role in monitoring and enforcing the provisions of this code. Alleged violations of this code will be investigated by the coach and/or Athletic Director. Sanctions will be imposed if the evidence suggests the alleged violations did indeed occur. If a violation of one or more of these rules occurs at school or during a school event, school sanctions (including suspension from school) may also apply in addition to the provisions of this code. Any student who is disciplined for violating the rules established by this code is entitled, if he/she desires, to appeal the decision to the school's administration.

### **Student Attendance at School and District Events**

For high school athletic events, junior high students must be accompanied by an adult. Students must show picture identification for events. All school conduct regulations remain in effect at school and district events, and apply to visitors at other schools. Students will be accountable at their home school for violations that occur at other district or league schools, or at school sponsored events.

#### **SPORT**

#### **HEAD COACH**

##### **Fall - Turnout 8/18/10**

Football (10-12)..... Jeff Chandler

##### **Fall - Turnout 8/23/10**

Volleyball (10-12) ..... Ross Johnson

Boys' Tennis (10-12) ..... Marceil Whitney

Cross Country (10-12) ..... Denis Villeneuve

Girls' Soccer (9-12) ..... Patrick Scheibe

Girls' Swimming (9-12) ..... Julie Barashkoff

Boys' Golf (9-12) ..... Chris Zimmerman

##### **Winter- Turnout 11/8/10**

Gymnastics (9-12) ..... Jason Farr

**Winter - Turnout 11/15/10**

|                                |                  |
|--------------------------------|------------------|
| Boys' Basketball (10-12).....  | Jeff Larson      |
| Girls' Basketball (10-12)..... | TBD              |
| Boys' Swimming (9-12).....     | Julie Barashkoff |
| Wrestling (10-12).....         | Paul Mullen      |

**Spring - Turnout 2/28/11**

|                                   |                  |
|-----------------------------------|------------------|
| Boys' & Girls' Track (10-12)..... | Denis Villeneuve |
| Boys' Soccer (9-12).....          | Patrick Schiebe  |
| Girls' Tennis (10-12).....        | Marceil Whitney  |
| Baseball (10-12).....             | Dan Pudwill      |
| Softball (10-12).....             | Parris Mamon     |
| Girls' Golf (9-12).....           | Jake Crowley     |

Admission will be charged for League Football, Basketball, Volleyball, Boys & Girls Soccer, Gymnastics and Wrestling.

KingCo Athletics Ticket Prices - Adults and Students w/o ASB \$6.00

Games: With ASB...home/no charge \* With ASB...away/\$4.00

**Spectator Regulations for Athletic Contests/Events**

Students are expected to demonstrate appropriate behavior at all school activities and athletic events. **School discipline policies apply at all school activities and events, regardless of the time or location.**

**KingCo Guidelines**

1. Noisemakers, megaphones, noise amplifiers, and confetti are not allowed in any student rooting section during an athletic contest.
2. If megaphones are used by the cheerleaders, they are to be directed at their own rooting section, not at their opponents or the playing field.
3. Vulgar, obscene or suggestive yells or signs are not permitted.
4. Spectators are to remain off the playing surface at all times.
5. No bare chests will be allowed. Students are to dress appropriately.

**HEALTH ROOM/MEDICATION**

District nurses are assigned to multiple schools and are not assigned to the campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office to call a parent to arrange for transportation home.

Parents should inform the school on the student emergency contact card or in writing if a student has a life threatening illness, infectious disease, or serious allergy.

The Lake Washington School District's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If your child is currently taking daily medication, please arrange to have your child take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

## CHILD FIND

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students from age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist or other guidance team member. You may also call the Special Services main office at 425-702-3201 or Willows Special Services at 425-882-8170 (birth through preschool) and request Child Find information.

## FAMILY RIGHTS AND PRIVACY ACT

The Lake Washington School District is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents unless parents register their objection prior to October 1.

Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes.

## STUDENT AUTOMOBILE USE

Students are expected to drive and operate motor vehicles in a safe and responsible manner at all times when on campus. The safety of the driver and all persons in the area is of extreme importance. Students are expected to use good judgment in operating a motor vehicle and to avoid any situation that would endanger themselves or others.

### Rules Regarding Student Driving, Parking, and Use of Vehicles on Campus

1. The campus speed limit is 10 m.p.h. Speed bumps are designed as cross walks for student safety – take extra caution when crossing.
2. All automobiles parked on the school grounds must be registered with the school and display a current parking permit. If a permit is lost, a duplicate must be purchased.
3. Student cars with permits must park only in spaces designated for students. All other areas of campus are off limits to student cars. Student cars parked illegally, in fire lanes, handicapped spaces and visitors' areas will be ticketed. Parking tickets should be paid to the school bookkeeper. **Illegally parked cars are subject to being towed.**
4. LWSD does not assume liability for damaged vehicles. Student cars are not to be left on the campus overnight due to potential damage.
5. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
6. Vehicles may not be parked in a handicapped zone unless the student has a handicapped condition and a handicapped parking permit.
7. Students are responsible for notifying the school Campus Security Monitor, Mr. Jannusch, if they change cars during the school year.
8. Parking permits are non-transferable. One may not give others permission to park on campus.
9. Students may not park in Visitor/Staff parking before 3:00 p.m.

10. Students may not park in the Hartman Pool parking lot during school hours 7am to 2:30pm.
11. If a student feels there are extenuating circumstances concerning parking, see an administrator.

## GRADUATION REQUIREMENTS

|   | <b>Class of 2011</b>  |   | <b>Class of 2012</b>  |   | <b>Class of 2013</b>  |           |
|---|---|---|---|---|---|-----------|
| <b>Level 5<br/>Grades<br/>11-12</b>             | <b>Culminating Project</b>  |   | <b>Culminating Project</b>  |   | <b>Culminating Project</b>  |           |
|   | <b>Certificate of Academic Achievement (HSPE)</b>                         |   | <b>Certificate of Academic Achievement (HSPE)</b>                         |   | <b>Certificate of Academic Achievement (HSPE)</b>                         |           |
|   | <b>High School &amp; Beyond Plan</b>                                      |   | <b>High School &amp; Beyond Plan</b>                                      |   | <b>High School &amp; Beyond Plan</b>                                      |           |
|   | <b>Credits needed to graduate:</b>  |   | <b>Credits needed to graduate:</b>  |   | <b>Credits needed to graduate:</b>  |           |
|   | Language Arts   | 4.0   | Language Arts   | 4.0   | Language Arts   | 4.0       |
|   | Math  | 2.0   | Math  | 2.0   | Math  | 3.0       |
|   | Science   | 2.0   | Science   | 2.0   | Science   | 2.0       |
|   | Math/Science  | 1.0   | Math/Science  | 1.0   |   |           |
|   | Social Studies  | 3.0   | Social Studies  | 3.0   | Social Studies  | 3.0       |
|   | Fine Arts   | 1.0   | Fine Arts   | 1.0   | Fine Arts   | 1.0       |
| PE  | 1.5   | PE  | 1.5   | PE  | 1.5   |           |
| Health  | .5  | Health  | .5  | Health  | .5  |           |
| Occupational                                    | 1.0   | Occupational                                    | 1.0   | Occupational                                    | 1.0   |           |
| Electives                                       | 6.0   | Electives                                       | 6.0   | Electives                                       | 6.0   |           |
|   | <b>Total</b>  | <b>22</b>                                       | <b>Total</b>  | <b>22</b>                                       | <b>Total</b>  | <b>22</b> |
| <b>Level 4<br/>Grades<br/>9-10</b>              | <b>Classes required to build a foundation for HSPE and Level 5 study:</b> |   | <b>Classes required to build a foundation for HSPE and Level 5 study:</b> |   | <b>Classes required to build a foundation for HSPE and Level 5 study:</b> |           |
|   | Language Arts   |   | Language Arts   |   | Language Arts   |           |
|   | Science   |   | Science   |   | Science   |           |
|   | Social Studies  |   | Social Studies  |   | Social Studies  |           |
|   | Mathematics   |   | Mathematics   |   | Mathematics   |           |
| Electives in preparation for college and beyond |   | Electives in preparation for college and beyond |   | Electives in preparation for college and beyond |   |           |

The responsibility of meeting graduation requirements rests with the student. If there are any questions or concerns, please contact the Counseling Center.

Please refer to [www.lwsd.org](http://www.lwsd.org) for updated graduation requirements.

## **ENROLLMENT/VARIANCES**

Students in Washington State may apply for an enrollment variance to attend a different school district (out-of-district variance) or to another school in the Lake Washington School District (In-district variance).

Variances are accepted on a space available basis. Refer to the school district website, [www.lwsd.org/parents/studentregistration](http://www.lwsd.org/parents/studentregistration) for timelines and processes.

## **COUNSELING, GUIDANCE & CAREER SERVICES**

Counselors provide a number of services for students and their parents. Whether it is in the area of personal concerns, academic decisions, or post high school plans, counselors are here to help individuals. Students are assigned alphabetically to a counselor and are encouraged to make an appointment.

### **Counselors**

Ms. Dennis ( A – E )  
Mrs. Martinson ( F – Ld)

Mrs. Page ( Ri – Z )  
Mrs. Zambrowsky-Huls ( Le – Rh )

Mrs. Davidson, Career Specialist  
Mrs. LaBrie, Counseling Secretary

Ms. Tena Youngberg, Drug and Alcohol  
Mrs. Sindelar, Data Processor

### **Academic Planning**

Advising, alternative programs, registration, school progress, orientation, student records

### **Personal**

Individual problem solving, crisis counseling, referrals

### **Post High School Planning**

Regardless which direction students take when they leave high school, there are certain courses at Redmond High School which are either required or recommended for their choices of careers. Because of the variety of career choices, students may wish to discuss plans with their counselor who has up-to-date requirements and information.

### **Career Opportunities**

Post high school decisions may include the following: direct job entry, technical college, preparatory schools, college and military.

### **College Related Testing**

Students may be interested in taking the Scholastic Assessment Test (SAT I), American College Test (ACT), SAT II (Subject Tests), AP Exams. Check websites for testing dates: [Collegeboard.com](http://Collegeboard.com) and [act.org](http://act.org).

### **Aptitude Testing**

Preliminary Scholastic Aptitude Test, (National Merit Scholarship Qualifying Test (PSAT/NMSQT)), Armed Services Vocational, Aptitude Battery (ASVAB)

### **Achievement Testing**

High School Proficiency Exam, 10th grade, career interest surveys

### **Recommended Courses for College Bound Students**

Most four year institutions require a specific subject pattern for entrance. Students are encouraged to check with their counselor or consult *The College Handbook* or college website to determine the required courses for entrance. It is highly recommended that college-bound students elect to take as many English, math, world language, social studies and science courses as their schedule will allow.

### **Running Start**

Running Start is a state-mandated program made available in Washington State public schools. This program is in partnership with community colleges and is available to high school students at the junior and senior level. It allows qualified students to take college courses whereby they may apply the credits toward high school graduation, and also toward potential college degrees. Students are encouraged to contact their counselor if they are interested in this program. The culminating project and Level 5 Advanced Literacies are required for Running Start students.

### **Honors**

An honors class provides an opportunity for a student to examine a subject in more depth, both in content and analysis of subject matter. Honors classes challenge students to high levels of thinking and learning. The prerequisites are above average reading and writing scores. Sound study skills and motivation are necessary. Appropriate subject background may be required in many courses. Application for honors classes may be required.

### **Honors Courses**

World Studies (Honors Soph. Eng. & World History), Honors Biology-Chemistry, Honors Junior English, Honors British Literature, Honors Pre-College Writing.

### **Advanced Placement (AP) Program**

The Advanced Placement program consists of college-level courses and exams for secondary school students. Over 90 percent of the colleges that AP candidates have attended give credit for advanced placement to students whose AP examination grades are considered acceptable. An AP course is challenging, stimulating, and compared to other high school courses, often takes more time, requires more work, gives greater opportunity for individual progress and accomplishment, and goes into greater depth. AP classes are determined by student registration.

### **Advanced Placement (AP) Courses**

AP Calculus AB, AP Calculus BC, AP Statistics, AP US History, AP American Government, AP European History, AP Psychology, AP Biology, AP Environmental Science, AP Chemistry, AP Physics, AP Spanish, AP French, AP Music Theory, AP Studio Art, AP Computer Science, AP Comp. & Literature.

## **Counseling Center Policies and Procedures**

### **Student-Initiated Schedule Changes**

The choices made by students during registration are considered to be final. We plan our courses and staffing for the upcoming school year based on those choices. Once each semester has started students must remain in their scheduled classes. Schedule change requests will be allowed for the following reasons:

1. a student's schedule is incomplete
2. a senior may need a specific class for graduation

3. a student has accidentally selected a class for which she/he has not met the prerequisite
4. a teacher has recommended the student move to a different level within the same discipline (e.g. move from Spanish 3 to Spanish 2)

During the first 10 days of either first or second semester, a student may obtain a Schedule Change Request Form in the Counseling Center. Once the form is completed and returned to the Counseling Center, the change will be considered.

**A request is not an automatic change. Students will be given drop/add paperwork once the change has occurred. Students must attend their classes until the process is complete.** All changes will occur in the first 10 days. Any class dropped after day 10 of either semester will be with penalty (an "F" on the transcript).

### **Grade Replacement Policy**

Coursework from any private school, agency, or community college other than Redmond High School will be noted as "transfer" on the transcript. Hence, only credits and grades earned at either Redmond High School or Lake Washington School District Summer School will replace grades earned in a previous semester(s) of work.

For example, a grade earned in History of the United States taken at RHS can ONLY be replaced by another semester of History of the United States taken at RHS or LWSD Summer School. The "better" of the two grades will be used in calculating GPA, and previous grades will be changed to NC (no credit). Always contact your school counselor for clarification.

### **Official Transcript Requests**

**It is the student's responsibility to request an official transcript from any and all institutions attended when completing the college application process.**

### **Employment**

Parents are urged to monitor their students' hours of employment, so that students have adequate time to attend school, study, and rest. Child Labor Law restrictions are supported, and RHS will not approve work permits which violate those hours and impair students' ability to progress in school. Parents and students are urged to **make school a priority**.

## **College Application & Admission Calendar**

### **September and October**

Most colleges and technical schools have orientations for potential incoming freshmen. These orientations can range from short tours to overnight events for both parents and students. Go online to the individual institutions and register ahead of time. Plan to attend the college fair in Seattle in the fall, as well as to sign up for college visitations here in the Career Center.

### **November**

Continue college application process.

### **December and January**

Attend the Financial Aid Night at Redmond High School. If you are applying for financial aid, go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the FAFSA application. This is a free application for federal student aid, and most, if not all, scholarships require a reference to the FAFSA.

Applications for the FAFSA may be submitted after January 1st. Check with colleges to see if any additional financial aid forms are required. Complete remaining college applications.

#### **February, March and April**

Once a school has been selected, complete housing application forms. Deposits to secure a specific residence may be required. Watch for financial aid deadlines; they vary from school to school.

#### **May and June**

May 1st is the typical date that most colleges request a decision to accept or reject their offer of admission. Make contact with the school of your choice. Notify the Career Center of any scholarships that you have received. Make contact with the sponsor of any scholarship you have received to thank them and give them the address and name of the college that you will be attending.

### **Four Year College Guidelines College Admission - General Information**

#### **Testing**

Most schools have an admission test(s) requirement. Colleges typically accept SAT as well as ACT test results. These tests are different in length and have a slightly different focus. Go online at [www.collegeboard.com](http://www.collegeboard.com) to sign up for the SAT, and receive detailed information; go to [www.act.org](http://www.act.org) to do the same for the ACT. Please note that some schools also require the SAT II, with tests in specific subject areas. Students for whom English is their second language should consider taking the TOEFL/TSE. Note that the RHS CEEB code is 480 978. Please consult the College Board for detailed information.

#### **College Applications**

Most colleges today request you apply online. However, some still prefer hard copy applications. **KNOW WHAT YOUR SCHOOL REQUIRES FOR ADMISSION.** Read the fine print of every school to which you are applying. Will they **ONLY** accept applications online? Do they require the SAT as well as the SAT II? If they require the SAT II, which subjects do they request? What is the application deadline? If you are applying for Early Action or Early Decision, what is the deadline? If you are applying for an Honors program within a school, are there different guidelines for application? Are specific essay prompts required?

#### **Letters of Recommendation**

If you are requesting a letter of recommendation, please pick up the pink "Requesting a Letter of Recommendation" form from the counseling office. Give the completed information to the counselor or teacher to assist them in writing letters. It is best to type the information. We depend upon the information you provide to write a strong letter of recommendation. Think long and hard about the qualities you would like for us to develop in your letter of recommendation. In addition, provide your counselor with a sample copy of graded work, such as an essay or lab report. Provide stamped addressed envelopes for every letter of recommendation to be sent. Allow at least 2 to 3 weeks for a teacher/counselor to write up the letter. Make certain that the writers of your reference letters know the due dates for any given institution.

### **Scholarships**

Read the scholarship bulletin found in the Counseling or Career Center, or go online to our Redmond High School web site at [www.lwsd.org/rhs](http://www.lwsd.org/rhs) for updated weekly scholarship offerings. Check out Scholarship reference books to locate appropriate scholarships. Go to the Career Center to ask about the Washington Occupational Information System (WOIS), with links to different scholarships.

### **NCAA**

If you plan to participate in intercollegiate athletics in college or apply for a sports scholarship, you must register for the NCAA Clearinghouse at [www.ncaaclearinghouse.org](http://www.ncaaclearinghouse.org) to be eligible.

### **RHS Career Center**

The Redmond High School Career Center is a place for students and parents to access the many resources for exploration of colleges and careers options. Listed below are some of the services provided:

#### **College Representative Visits**

Many college admission representatives visit Redmond High School in the fall to make presentations to students and parents regarding their schools and the admission process. This is an excellent time for students to get answers to their individual questions. A schedule is published on the RHS web site, and in the Mustang Messenger. Sign up sheets are available starting in September in the Career Center.

### **Scholarships**

The scholarship bulletin is published every 2-3 weeks throughout the year and is available on the RHS web site, in the Career Center and the Counseling office. Applications for scholarships are located in the Scholarship drawer in the Career Center or online.

#### **WOIS – Washington Occupational Information System ([www.wois.org](http://www.wois.org))**

WOIS is a computerized information system that provides career guidance, post secondary educational options and labor market information specific to Washington State. This program is very comprehensive and is an excellent resource. Note: WOIS is password protected; please call 425-936-1800 or e-mail [sdavidson@lwsd.org](mailto:sdavidson@lwsd.org) to obtain the log-on information.

#### **ASVAB – The Armed Services Vocational Aptitude Battery**

This is a nationally recognized aptitude test given twice a year at our school. This test is especially useful for students who do not have a firm idea on what their plans are after high school. Students can sign up in the Career Center.

### **Job Board**

Many Redmond businesses post part time jobs for the students on our job board. Students can access information on these jobs by coming in to the Career Center.

### **Community Service Opportunities**

A variety of opportunities for community service is available throughout the year and are published in the bulletin and posted in the Mustang News.

### **Career Interest Assessments**

There are both computerized and paper career assessments available to students who are looking to understand how their interests and careers intersect.

### **Resources**

There are many college and career resources available in the Career Center. Both college/university catalogs and career books may be checked out to students and/or parents.

## **HANDBOOK EXTRAS**

**ASSEMBLIES:** Student attendance is mandatory at all assemblies. Assemblies are provided for students' benefit. It is expected that students will exhibit appropriate behavior. Skipping an assembly will result in disciplinary action.

**CLOSED CAMPUS:** RHS is a closed campus. Only students with off-campus passes are allowed to leave campus during lunch. Students caught leaving campus without an off-campus pass will be disciplined.

**OFF-CAMPUS REGULATIONS:** Students may apply for off-campus passes in the main office. Juniors and seniors with a 2.5 GPA or better from the previous semester are eligible with parent's permission. When off campus, students are expected to conduct themselves in a responsible manner. Off campus passes may be suspended or revoked.

**FOOD AND BEVERAGES:** Eating should be confined to the cafeteria or courtyard. No food or beverages are allowed in the halls, classrooms, shared learning areas, gym or weight room. Students are expected to pick up their own litter following lunch. Be proud of our school and place trash in the proper receptacles.

**LOCKERS:** Lockers are available to students throughout the year. Locker assignments will be available for sophomores on the August Photo/Fees Day through the Attendance Office. Students are responsible for maintenance and appropriate material in lockers. Problems should be reported to the custodian.

**POSTERS:** Posters must be approved prior to posting, should reflect good taste and promote school activities, maximum of 15 in halls. Posters should be removed after the event.



**All guest please register at the main office**